

Office for Recreation, Sport and Racing

Active Club Program

2019-20 (Round 47)

Program and Equipment Guidelines



ors.sa.gov.au



Government of South Australia
Office for Recreation, Sport and Racing

Minister's Message



It is with great pleasure I invite applicants to apply for support through Round 47 of the Active Club Program.

Since 1996, the Program has provided \$46.9 million through more than 10,000 grants to local community organisations.

Participating in recreation and sport activities is an important and enjoyable part of life for many South Australians.

The clubs and organisations which provide healthy lifestyle opportunities play a pivotal role in our communities.

The ongoing funding through the Active Club Program means South Australians can continue to access quality recreation and sport activities and facilities, and enjoy the many social, health and lifestyle benefits this brings.

Through this support, the program has made a positive and lasting difference to the lives of many South Australians, their communities, and the organisations which play such an important role in them.

Applications close Wednesday 17 April 2019.

A handwritten signature in blue ink that reads "Corey Wingard". The signature is fluid and cursive.

Hon Corey Wingard MP

Minister for Recreation, Sport and Racing



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Disclaimer:

These guidelines were accurate at the time of publishing and supersede all terms and conditions contained in the previous guidelines for the Active Club Program

About the program

The objective of the Active Club Program (ACP) is to provide funding support to active recreation and sport clubs to further develop the programs and services they provide within the community.

The budget for 2019-20 ACP is \$3,150,000. A notional allocation of \$50,000 is available for each of the 47 electorates per year, divided over two funding rounds.

\$2,280,000 is available for Round 47

For 2019-20 they are Rounds 47 and 48. \$40,000 is notionally available per electorate in Round 47, with \$30,000 of the notional amount available for facility applications and the remaining \$10,000 available for program and equipment funding. \$10,000 per electorate is available this round (Round 47) for program and equipment funding only.

Definitions

For the purpose of the program, active recreation and sport is defined as:

Active Recreation activities are:

Those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity.

Sport is:

A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

Important dates

The following dates apply to this funding round;

| | |
|-----------------------------|--|
| Program Opens | 13 February 2019 |
| Applications Close | 17 April 2019 (Applications must be submitted via the SmartyGrants website by 12 noon) |
| Applicants Notified | <u>After</u> 31 July 2019 |
| Agreements Finalised | August 2019 |

Who can apply

To be eligible for ACP Funding, organisations must:

- be a not-for-profit active recreation or sport club or community organisation whose purpose is the delivery of active recreation or sport programs and services in South Australia
- be incorporated under the *Associations Incorporations Act 1985* or have some other comparable legal status
- have a minimum total membership base of 20 members. Total membership can include associate, social and life membership
- provide most recent certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and / or Statement of Financial Position (Balance Sheet).

Bank Statements or Bank Reconciliation Reports WILL NOT be accepted.

For further information and examples of Statements of Financial Position and Financial Performance please visit: <http://www.cpaaustralia.com.au/~media/corporate/allfiles/document/professional-resources/reporting/not-for-profit-guide.pdf>

The Office for Recreation, Sport and Racing (ORSR) requests organisations adopt the National Standard Chart of Accounts for Not for Profit

Organisations: <https://www.acnc.gov.au/for-charities/manage-your-charity/national-standard-chart-accounts>

Who can't apply

The following organisations will be considered ineligible for ACP funding:

- An organisation that holds a Gaming Machine Licence
- Organisations that have been operating for less than 12 months
- For profit, commercial organisations
- Councils (Local Government)
- State Associations and Peak Bodies, receiving Sport and Recreation Sustainability Program funding
- Educational Institutions
- An organisation which purpose is not the delivery of active recreation and sport programs
- An organisation that has overdue ORSR grant acquittals
- Unincorporated organisations
- An organisation that has a total membership base of less than 20 members
- Organisations that do not have positive total equity.

What funding is available

Eligible organisations have the option of applying for \$2,500 or \$5,000 of funding through the program and equipment application form for costs associated with conducting programs to develop or improve the service the Club provides and/or the cost of consumable equipment, uniforms or ground maintenance equipment.

Ineligible costs

If you are successful, the entire grant cannot be used to cover the following project costs:

- Costs incurred before 1 July 2019 are not considered eligible.
- Operating costs, such as ongoing venue lease or hire fees, utilities, grant administration costs, office costs, rent expenses or insurance costs
- Purchasing of prizes, trophies, motor vehicles, white goods (such as refrigerators, freezers and dishwashers), furniture and covering food and catering costs, are also ineligible
- Facility projects or capital works are not eligible under program and equipment funding. Please note this includes any items that are fixed or are considered a permanent fixture. Examples may include pop up irrigation, surface upgrades, shade sails, building storage sheds, installing light towers etc.
- Travel and accommodation costs NOT associated with professional development. For example, ORSR will fund coaches / officials / volunteers to travel to gain accreditation or to undertake training. ORSR will not fund clubs to send teams / individuals to participate in competitions.
- Funding under this category cannot be used for playing, coaching, instructing or honorarium wages (e.g. paid coaches).

How to apply

The following steps briefly describes the process to submit an application.

- Carefully read the funding program guidelines to determine whether your organisation meets the criteria
- Register for our online application process (SmartyGrants) through the ORSR website
- Complete the application in full and submit prior to the closing time of the program. Late and any incomplete applications may not be assessed
- Fax, email or physical submission of an application is no longer accepted

Useful tips

Applicants have found the following tips useful;

- FAXED or MAILED applications will NOT be accepted by the ORSR
- It is important that your legal name is entered exactly how it appears on the ASIC Registers Website
- It is important that your ABN is entered correctly and matches your legal name
- If you do not have an ABN, you will need to submit a completed ATO Statement by Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the Statement by Supplier form from the ATO: https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf
- Before submitting your application, check that all of the questions have been answered and that all essential documentation is attached.
- Ensure you follow the helpful hints on each question
- If you require assistance with your application, please call an ORSR Funding Consultant on 1300 714 990
- It is not possible to approve all requests for assistance, therefore funding should not be deemed automatic or anticipated

How applications are assessed

STEP 1 – Application Screening

ORSR conducts a preliminary assessment of all applications to check that;

- the applicant organisation is eligible to apply, and
- the application has been completed in full, and all essential information has been provided.

Incomplete applications may be deemed ineligible.

STEP 2 – Assessment against principles

If the application passes screening, a Funding Assessment Committee assesses all eligible applications, with the following principles used to prioritise applications;

- when an applicant last received funding through ACP (Programs and Equipment)
- whether an applicant is affiliated with their Peak Body
- whether an applicant has registered with or completed STARCLUB (see the page at: www.ors.sa.gov.au)

Please note, satisfying the principles alone does not guarantee the receipt of funding.

In addition, it is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore ORSR does not guarantee applications will be successful nor that successful applications will receive the full amount of funding requested.

STEP 3 - Recommendations

Once assessment is completed, funding recommendations are forwarded to the Minister for Recreation, Sport and Racing for consideration.

All organisations will be notified in writing of the outcome of their application.

If our application is successful

Successful applicants (Grantees) will receive written notification from the Minister. You will then be sent a Grant Agreement detailing the terms and conditions of the funding provided.

Round 47 covers the 2019-20 financial year, therefore grant money can be expended from 1 July 2019.

Payment will be made in accordance with the terms and conditions of the Grant Agreement. It is expected that Grantees will have 11 months to complete the projects.

All Grantees will be required to:

- Use the funding allocated only for the project as detailed in the Grant Agreement
- Maintain accounting records in accordance with the generally accepted accounting principles. ORSR requests organisations adopt the National Standard Chart of Accounts for Not for Profit Organisations: <http://www.acnc.gov.au/CMDownload.aspx?ContentKey=172f3215-6ac4-4216-9093-499e49942389&ContentItemKey=3684b016-93a0-4f47-bd89-4d622ffcccea>
- Comply with the relevant laws in force in South Australia
- Maintain in effect Public Liability Insurance for a minimum of \$1 million for any one claim for the period of the Grant
- Appropriately acknowledge the State Government of South Australian as a funding source for the project
- Comply with the reporting and acquittal requirements of the Grant Agreement. Failure to comply may result in ORSR grant payments being suppressed and/or the organisation no longer being eligible to receive ORSR funding or may be required to return the grant, or part thereof.

ORSR funding is performance based. Grantees are required to meet all obligations in their Grant Agreement.

If our application is unsuccessful

All unsuccessful applicants will receive notification at the same time as successful applicants.

If unsuccessful in 2019-20 (Round 47), applicants will now have the option of having the application automatically rolled over to 2019-20 (Round 48).

Grants and the GST

It is recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.

Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Taxation Office to be registered for the GST (source: www.ato.gov.au).

Successful applicants who are registered for GST will have the grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have the grant grossed up. If successful, organisations cannot have the Grant Agreement transferred to another body on the basis of GST registration.

Please note, from 1 July 2017, government entities at the federal, state, territory and local levels report the grants they pay to people or organisations with an Australian Business Number to the Australian Taxation Office

Child safe environment

Organisations providing a service wholly or partly for children (under 18), are required to lodge a child safe environment compliance statement to indicate it is meeting the obligations for a child safe environment according to the *Children and Young People (Safety) Act 2017*. The statement is lodged with the Department for Education.

For more information please review the following Factsheet <http://ors.sa.gov.au/?a=272773>

Public information

The information and details from your application that may be made public are:

- Name of the applicant
- Project title, summary of project description, project cost/s, amount/s requested and amount/s approved, and
- Suburb, Postcode or other general locational data of the project or applicant organisation; this excludes the full street address.

Part or all of this information may be made public in the following circumstances:

- In the event that the applicant is successful in securing funding, or
- In the event of a request pursuant to the *Freedom of Information Act 1991*

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